

JOB TITLE: GIS Analyst

TAX/8

DEPARTMENT: Tax, Rutherford County

JOB SUMMARY: This position performs professional and technical work associated with the Geographic Information System.

MAJOR DUTIES:

- o Gathers, prioritizes, digitizes, codes, and enters data into the GIS system.
- o Conducts research and does interpretation from public records in order to divide or combine parcels on the GIS.
- o Maintains and reproduces maps from the system.
- o Makes notations, changes, diagrams, and sketches to update and maintain data bases and maps.
- o Verifies and edits the information entered into the system.
- o Participates in the design and implementation of PC applications which enhance the GIS system.
- o Serves as administrator for GIS work station.
- o Trains and provides technical assistance to other personnel and the general public in the use of GIS hardware and software.
- o Manages the operation of the office in the absence of the GIS Coordinator.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of county and department policies and procedures.
- o Knowledge of Geographic Information Systems and Global Positioning Systems technology, capabilities, and applications.
- o Knowledge of mapping and cartography practices.
- o Knowledge of database applications, programming languages, and CAD systems.
- o Knowledge of accepted surveying drafting practices.

- o Knowledge of the geography of the county.
- o Skill in reading and interpreting maps and plans.
- o Skill in gathering data.
- o Skill in using basic office equipment such as a computer, calculator, copier, and printer.
- o Skill in operating a digital camera, scanner, and digitizer.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The GIS Coordinator assigns work in terms of general instructions. Work is spot-checked upon completion for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include land ownership records, county ordinances, department policies and procedures, relevant state laws, and supervisory instructions. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of related varies technical duties related to the Geographical Information System.

**SCOPE AND EFFECT:** The purpose of this position is to produce maps and GIS data. Successful performance in this position helps ensure the accuracy and accessibility of maps and other data.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, vendors, attorneys, technical support personnel, surveyors, property owners, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, or stooping. The employee occasionally lifts light objects and must be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors. The employee is exposed to occasional cold or inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.